



**CITY OF LONG LAKE,
MINNESOTA**

**REQUEST FOR PROPOSALS
FOR
PROFESSIONAL ENGINEERING SERVICES**

SECTION I. REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES

The City of Long Lake is requesting proposals from civil engineering firms for City Engineering Services.

SECTION II. GENERAL INFORMATION

The City of Long Lake is a community of 1,750 people located 15 minutes west of Minneapolis located along West Wayzata Blvd (CSAH 112) incorporated in 1906. Long Lake encompasses an area of only .9 square miles and is surrounded by the City of Orono on all boundaries. Long Lake operates as a Statutory Plan A City with a City Administrator. The City is governed by a five member City Council which includes four members elected at large, and a Mayor elected at large. The City Council meets the first and third Tuesday of each month. The Planning Commission meets on the second Tuesday of each month.

The City has a varied tax base including residential, industrial/commercial, retail, and an historic downtown area. The City is virtually 100% developed. A modest level of future level redevelopment and infill is expected in the commercial and downtown areas.

The City is responsible for maintaining approximately 8.8 miles of public roads, of which none are designated as MSA roads due to the City's population being less than 5,000. Long Lake also has less than 1 mile of private roads which are owned and maintained by private homeowners associations.

The Minnehaha Creek Watershed District (MCWD) is the Local Government Unit (LGU) for implementation of the Wetland Conservation Act.

Long Lake's municipal water system consists of one water tower, two wells, a treatment facility, and approximately 14 miles of water main. The system distribution lines serve a residential population numbering approximately 650 in addition to approximately 100 commercial/industrial customers.

The City's sanitary sewer system consists of approximately 11.5 miles of gravity and pressurized sewer mains including three lift stations.

SECTION III. GENERAL INSTRUCTIONS AND TIMETABLE

All proposals should be sent and all questions and correspondence should be directed to the City of Long Lake, Terrance Post, City Administrator (952-473-6961) at 450 Virginia Avenue, Long Lake, MN 55356 (mailing address: P.O. Box 606, Long Lake, MN 55356).

- A. All proposals must be received at the City offices no later than 4:30 p.m. Wednesday, July 25, 2012. Nine (9) copies of the proposal must be presented. The copies shall be sealed and clearly identified with "City Engineer RFP" by the submittal deadline.
- B. In order to be considered a valid proposal, each proposal must meet the following requirements:
 - 1. Written proposals received after 4:30 p.m., Wednesday, July 25, 2012 will not be considered.
 - 2. Each proposal must be signed by an officer of your company who can be held accountable for all representations.
 - 3. Proposals submitted must provide complete information as indicated in this request.
- C. The proposal shall be limited to a maximum of 20 pages, printed on one side. Additional material, other than that requested by the City of Long Lake, will be disregarded.
- D. In order to ensure a fair review and selection process, engineering firms submitting proposals are specifically requested not to make other contacts with the City staff or Councilmembers regarding their proposals.
- E. The City Administrator and City Council plan to review and analyze all proposals in July 2012, and schedule interviews with one or more firms in early August, 2012. The City plans to make a final selection by August 31, 2012.
- F. The effective date of engineering services commencement will be negotiated to assure a smooth transition in engineering services, but the transition is expected to occur expeditiously.
- G. The term of the appointment as City Engineer shall be indefinite, subject to ongoing review and evaluation by the City Administrator and City Council.

SECTION IV. REQUIRED CONTENTS FOR PROPOSALS

- A. Title Page - Show the proposal subject, the name of the proposer's firm, address, telephone number, name of the contact person, and the date.
- B. Table of Contents - Include a clear identification of the material by section and by page number.
- C. Proposing Firm Overview - Provide the following information:
 - 1. Background information concerning the firm, including the number of years in business under this name and services available from the firm.
 - 2. Services available from personnel in the proposing office.
 - 3. Other services offered by your firm that may benefit the City of Long Lake.
 - 4. Office location(s) and toll-free number(s) – if any.
- D. Identification and Qualifications of Assigned Personnel - The ideal firm should have extensive experience in municipal engineering including public water and sewer systems, stormwater management, planning and reviewing of construction projects (public and private), preparation of feasibility reports, construction inspection, preparation of assessment rolls, plat review, LGU implementation (MS4 NPDES), city park development and utility studies. The firm must also have experience in designing and using alternative engineering practices (i.e. green design, etc.). Provide the following information:
 - 1. The name of the person who will be responsible for the management and administration of engineering services with the City together with a resume describing that person's experience and qualifications.
 - 2. The names and resumes of the professional staff that will be assigned to providing engineering services to the City.
 - 3. An organizational chart identifying team members and their areas of responsibility, in addition to the years of experience they have in their particular area of proficiency.
 - 4. A statement committing the aforementioned staff to this proposal.
 - 5. Background information concerning the firm, including the number of years in business under this name and the number and breakdown of personnel in the proposing office.
- E. Related Experience - Provide the following information:
 - 1. The firm's experience in performing similar work.
 - 2. The firm's demonstrated ability to deliver work on time and within budget.
 - 3. List of communities currently being served by the applicant company as City engineer and number of years.

F. Proposer's Detailed Approach to the Scope of Services - The proposal shall present the firm's detailed approach to the Scope of Work.

G. Basis for Compensation

1. The proposal shall include a description of a proposed method of compensation including a detailed list of hourly rates for each person noted in the proposal. If an additional "overhead factor" is used in the calculation of the billing, please provide the current factor in use and detailed information on how that additional fee is calculated and applied.
2. If the proposal includes provision of some level of basic services on a monthly retainer basis, identify what services will be provided under the retainer.
3. Services provided to review the work of private parties proposing projects in the City (i.e. pass-through costs for plan reviews, construction inspections, etc.) shall be charged according to a list of rates created by the engineering firm and approved by the City Council annually.
4. Include the type and unit rates for any and all other compensatory charges that may be applied. State separately the rate for any firm cost reimbursable expense items such as mileage, reproduction of documents, word processing, research, etc.
5. Identify the minimum increment of time billed (if any) for each service (i.e. phone calls, correspondence, personal conference, etc.).
6. Provide a sample bill from a municipal client that illustrates the program and task detail that would be included in City of Long Lake billings. The City will require monthly billing statements which:
 - a. Itemize the date of services
 - b. Specifically identify the engineer and/or support personnel providing the service(s)
 - c. List time spent
 - d. Provide a detailed description of the services performed
 - e. Clearly state the fee for those services
 - f. Clearly identify those fees which the City may recoup from other sources.

H. List of References, Past Claims, Potential Conflicts, Disclosures, Insurance

1. A minimum of five references for public clients shall be provided, preferably for comparable city engineering services performed within the past five years. References must include experience and positive working relationships with representatives from Hennepin County Transportation Department, Minnesota Department of Transportation (MnDOT), Metropolitan Council and Metropolitan Council Environmental Services, Minnesota Department of Health, watershed districts and other federal, state and local government jurisdictions.

2. Potential conflicts of interest must be disclosed.
3. Statement of any insurance claims and/or ethics complaints taken against your firm or firm engineer(s) over the last five years and the status or outcomes of such action. Indicate whether the action is pending or is currently under review by the State Ethics Board.
4. Applicant Authority - provide assurance that the signator making representations in the proposal on behalf of the proposer has the authority to do so.
5. Please provide a copy of Certificate of Professional Liability Insurance in a minimum amount of \$1,000,000.

SECTION V. SCOPE OF WORK

A. General Engineering Services

1. Serves as the City's Consulting Engineer.
2. Takes direction from the City Council and its designated representative.
3. Assists in planning, coordinating, supervising and evaluating programs, plans, services, equipment and infrastructure.
4. Develops and recommends policies and procedures as needed for effective operation of the City consistent with City policies and relevant laws, rules and regulations and ensures council actions are implemented.
5. Helps evaluate public works needs and formulates short and long range plans to meet needs in all areas of Public Works improvements, including streets, water, sewer, storm drainage, street lights, parks, and buildings. Assists City Administrator and Public Works Director with maintenance of the Capital Improvement Plan.
6. Assists in the implementation of all water resource functions, including implementation of the Wetland Conservation Act and Surface Water Management Plan as well as tree preservation, screening, and erosion and sediment control as it relates to the MS4 NPDES requirements.
7. Provides engineering services on City infrastructure improvements and oversees project management for the construction of municipal public works projects as needed.
8. Reviews land use applications and construction plans for private developments for consistency with City adopted engineering specifications, City policies and relevant laws, rules and regulations and ensures council actions are implemented.
9. Ensures that costs and fees are charged back to development projects; works with the City Administrator to monitor charges and revenues associated with development projects. Responds to questions regarding billing for engineering services.
10. Assists in the planning, layout and design of City parks, trails and other

recreational amenities.

B. Construction Services and Project Management - Public Projects

1. Assists in the preparation of plans and specifications for City public works projects with the input of City staff. Present plans and specifications to the City Council for approval as needed.
2. Consult with local, state and federal agencies having jurisdictional authority over the project(s) as warranted. Procure permits and required approvals from such agencies as required.
3. Prepare and send Advertisements for Bids to the legal newspaper and the Construction Bulletin for solicitation of bids as needed. Reproduce Contract Documents for bidding purposes. Review bids and prepare bid tabulations. Evaluate bids, assist staff in preparing a recommendation to the City Council, assemble and award contracts.
5. Assist in monitoring the construction process for compliance with codes, regulations, standards and with approved plans; assure financial accountability of private projects as they relate to escrows and letters of credit. Provide advice to the City during performance of construction projects, and give consideration and advice to the City during the performance of services.
6. Participate in pre-construction conference(s) with staff, contractor, utility company representatives, etc. as necessary.
7. Perform construction staking and surveying.
8. Provide construction observation during construction as necessary (work for this portion of projects shall be at an hourly rate).
9. Prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of the contractor's progress.
10. Convene regular construction progress meetings, as required.
11. Prepare, review and recommend action for proposed change orders.
12. Prepare, review and recommend action for pay estimates.
13. Review and recommend final acceptance by the City in a timely manner. Assist the City in ensuring that contractors have been paid and lien waivers have been acquired.
14. Provide as-built drawings within 90 days of conclusion of City projects.

C. Construction Services – Private Development Projects

1. Review plans and specifications for all privately installed infrastructure improvements, and make recommendations to City staff regarding acceptability of plans.
2. Monitor the construction process for compliance with codes, regulations, standards and with approved plans; assure financial accountability of private projects as they relate to escrows and letters of credit. Provide advice to the City during performance of construction projects, and give consideration and advice to the City during the performance of services.

3. Attend pre-construction conference(s) with developer, staff, contractors, utility company representatives, etc.
4. Provide construction observation during construction as necessary (work for this portion of projects shall be at an hourly rate for pass-through to developer).
5. Review, and if necessary, prepare and maintain necessary documentation, including photographs and/or video if warranted, and a log of inspection activities.
6. Attend and, if necessary, convene regular construction progress meetings, as required.
7. For projects in which the improvements will be turned over to the City, review and recommend acceptance upon satisfactory completion of the improvements.
8. Make recommendation to the City staff regarding reduction or closing out letter of credit or other financial securities.
9. Review as-built drawings upon conclusion of privately installed projects that will be turned over to the City.

D. Preparation of Engineering Reports and Technical Correspondence

1. Determine the need for preliminary studies; review all preliminary studies for compliance with ordinances, comprehensive plans, engineering standards and financial guidelines including:
 - a. Feasibility reports
 - b. Creates assessment rolls
 - c. Plat reviews
 - d. Utility studies
 - e. Traffic studies/signalization/signage/forecasting
 - f. State aid reports
 - g. Surface water system analysis and design / SWMP implementation
 - h. Wetland delineation and mitigation
 - i. Planning and design for City parks, trails and recreational amenities
 - j. Identification of grant opportunities for local improvements, and preparation of grant applications as directed
 - k. City Capital Improvement Program studies
 - l. Prepare comments regarding reports, plans and studies of other agencies
 - m. As requested, attends all City Council meetings and public hearings to present feasibility studies and/or discuss engineering issues.
 - n. Attends other city related meetings as requested.

E. Participates in City meetings as needed, including:

1. Internal and external meetings involving engineering or public improvement questions and issues.

2. Meets with developer, staff and members of the public on proposed development projects in order to relate the processes and procedures involved with engineering and infrastructure development. Reviews development proposals for conformance with City Standards and ordinances.
3. Under the direction of the City Administrator acts as City liaison and City representative with other communities and local, county, state and federal agencies in areas of responsibility as may be required or directed.
4. Attends City Council meetings as needed. The City Council meets on the first and third Monday of each month at 6:30 p.m.
5. Attends City Council work sessions, Planning Commission meetings, and other City meetings as needed.

F. Response to Constituent Requests and Issues as Directed by Staff

1. Performs field inspections
2. Addresses constituent concerns personally and in writing
3. Makes public presentations
4. Provides recommendations to staff and City Council

G. Record Keeping and Mapping/GIS Services - The engineering firm shall provide the following record-keeping and mapping services to the City:

1. Updates City maps and utility records as appropriate or necessary.
2. Maintains and provides to the City as required the following documents: permits and applications; contract documents; addenda; copies of referenced standard specifications; project schedules; shop drawings and submittals; applicable correspondence; records of pertinent telephone conversations; file memoranda and directives; change orders; requests and recommendations for payment; project budget and cost information; diaries and logs; records of noncompliance; field test results; materials testing reports; record drawings in both hard copy and electronic format; project photographs; project studies and reports; project progress meeting minutes; other information as necessary or required.
3. Provides and maintains an electronic data base mapping system for general use by City staff.

H. Other Items

1. Identify opportunities for non-traditional engineering techniques, such as the use of rain gardens, cisterns, pervious surfaces, and other green design and facilities.
2. Work with other engineering or planning consultants as desired by the City on specific projects.

SECTION VI. SELECTION

The City intends to retain the engineering services of the proposer evaluated to be the best qualified to perform the work for the City, cost and other factors considered. The City Council and City staff shall screen all applications. The top candidates shall be selected for interviews. Qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the committee will carefully weigh the following:

1. The firm's approach to and understanding of the Scope of Work.
2. The firm's experience with similar contracts and clients.
3. The experience and qualifications of the proposed staff in providing similar services.
4. The firm's demonstrated ability to deliver work on time and within budget.
5. The extent of involvement by key personnel.
6. The extent to which previous clients have found the firm's services acceptable.
7. The firm's most significant qualifications for this proposal.
8. Previous City experience with the proposing firm, if any.
9. Communication skills.
10. Costs of services
11. Other qualifications/criteria, as deemed appropriate by the City Council.

VII. TERMS AND CONDITIONS

- A. The City of Long Lake reserves the right to cancel or amend the request for proposals at anytime. The City of Long Lake reserves the right to determine the successful respondent. The City of Long Lake reserves the right to reject any or all proposals.
- B. The City of Long Lake will not be liable for any costs incurred by the firm responding to this request.
- C. A contract will be executed between the successful respondent and the City of Long Lake. It is anticipated that the successful firm's proposal and the specifications of this request, including the Terms and Conditions set forth herein, will be incorporated in the contract.
- D. The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Long Lake.
- E. For the purposes of this agreement, the consultant shall be deemed to be an independent contractor, and not an employee of the organization. Any and all agents, servants, or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the City of Long Lake under this agreement, shall not be considered employees of the City of Long Lake and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the City.

The consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of organization employees except as otherwise may be stated herein.

- F. No official or employee of the City of Long Lake who exercises any responsibilities in the review, approval or carrying out of the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.
- G. The consultant further agrees to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the firm's performance of the provisions of this agreement.
- H. If, for any reason, in the City's sole opinion, the firm shall fail to fulfill in timely and proper manner the obligations under the contract, the City of Long Lake shall reserve the right to terminate the contract by specifying the date of termination in a written notice to the firm at least thirty (30) calendar days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- I. The contract will require that the individual or engineering firm selected as City Engineer maintain general liability, automobile, worker's compensation and errors and omissions insurance.
- I. The City reserves the right to retain more than one consultant for specific duties.

VIII. REQUEST FOR PROPOSALS AND SELECTION SCHEDULE

City Council Approval of RFP:	July 3, 2012
Advertise and Distribute RFP:	July 5, 2012
RFP Submittal Deadline:	July 25, 2012
Review of Proposals:	July 31, 2012
Interviews with City Council:	August 14, 2012
Appointment of City Engineer:	August 21, 2012
Start Date:	August 21, 2012